

**TOWN OF LEBANON**

SENIOR CENTER

**Lebanon Senior Center  
Van Coordinator****GENERAL DESCRIPTION OF DUTES:**

Responsible for the oversight and coordination of the Lebanon Senior Transportation Program. Serves as primary staff person welcoming visitors to Center and as such shall be knowledgeable of all Center programs; provides friendly, courteous and helpful guidance to visitors. Provides support services to the Senior Center Director (Director) in various aspects of the activities and functions of the Center.

**SUPERVISION:**

Works under the direct supervision of the Director and indirectly for the Commission on Aging.

**JOB FUNCTIONS:**

1. Set up passenger schedules;
2. Notify passengers of pick-up time;
3. Prepare and distribute written schedule for van drivers;
4. Maintain contact with drivers via cell phone;
5. Maintain records of passenger donations and prepare weekly deposit;
6. Compile daily transportation records in a monthly report which includes and not limited to number of trips, total hours of service, fuel usage, accidents and road calls, passenger statistics and other information required by State and Federal grants or as requested by the Director or the Commission on Aging;
7. Schedule maintenance and inspection of vans;
8. Perform receptionist duties when required including, but not limited to, answering telephone, greeting visitors and booking various appointments for the Center's activities;
9. Provide back-up responsibility for handling timesheet submittals in absence of Director;
10. Accept varied and occasional directives for specific duties from the Director that may not be listed within this description as required;
11. Responsible for organizing all aspects of the weekly Wellness Trips including, but not limited to, advertising, enrolling, placing reservations, and purchasing tickets;
12. Promote a welcoming environment at the Senior Center.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Proficient with computers and skilled in the use of Internet, email, and Microsoft programs (Word, Excel and Outlook);
2. Familiar with office equipment including telephone, copy machine, fax, scanner;
3. Possess knowledge of Lebanon roads and have ability to read maps and give accurate directions;
4. Organized and competent with reports, finances and schedules;
5. Capable of being sensitive to the needs of the elderly and disabled;

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#### **PHYSICAL REQUIREMENTS:**

1. Must be able to sit, talk, see, hear, reach and stand for extended periods of time, and able to handle objects, tools and standard keyboards. Extended periods of time working at a computer is required;
2. Must be able to frequently lift and move objects weighing up to 10 pounds, and occasionally lift or move objects up to 35 pounds;
3. Ability to drive and maintain a valid Connecticut driver's license;
4. Capable of communicating with seniors in a warm and supportive manner.

#### **EDUCATION AND EXPERIENCE:**

1. High School Graduate or Equivalent;
2. Familiar or experienced with the needs of an aging population and sensitive to their feelings, opinions and in some cases, physical limitations.